

END OF ACTIVE SERVICE (EAS) MOVE CHECKLIST FOR MARINES

(Okinawa Outbound)

2 Years to 365 Days until your Separation:

- ___ 1. Complete your initial and pre-separation counseling. Contact your Command Career Counselor to set up your counseling sessions.

365 to 180 Days until your Separation:

- 1. Attend the TRANSITION READINESS SEMINAR (TRS). Contact your Command Career Counselor for registration details.

180 to 90 Days till your Separation:

- ___ 1. Review additional information on your separation site through Military Installations at: <https://installations.militaryonesource.mil>. Type in the name of the installation to obtain relocation information and a directory of programs and services.
- ___ 2. Visit the IPAC SharePoint site to go over the Outbound Interview process to include any documentation you will need to complete and upload to the OBI prior to submission: <https://sharepoint.mcipac.usmc.mil/ipac/outbound/SitePages/Home.aspx>
- ___ 3. Review your finances. Make a plan to cover non-reimbursable government expenses. Plan to pay off any bills, if possible. Request a credit report. Have errors corrected immediately.
- ___ 4. Research procedures to ship your household goods and pets (if any). Begin preparing your pets for travel if necessary.
- ___ 5. Compile important record files and legal documents:
 - ___ a. Financial Documents (bank statements, investments, etc.)
 - ___ b. Birth Certificate(s)
 - ___ c. Social Security Card(s)
 - ___ d. Marriage/Divorce Certificate(s) if applicable
 - ___ e. Power of Attorney and Wills
 - ___ f. Federal and State Tax Records
 - ___ g. Medical, Dental & Immunization Records
 - ___ h. Current Health Assessments for the children (if applicable)
 - ___ i. Tourist Passport(s)
 - ___ j. Insurance Policies
 - ___ k. School Transcripts
 - ___ l. Pet Importation Documentation
- ___ 6. Contact the Exceptional Family Member Program (EFMP) for special needs support, if applicable.
- ___ 7. Visit: <https://www.dmv.org/military-drivers/> for additional information and military benefits you can take advantage of before you separate from the military to renew your driver's license or vehicle registration.
- ___ 8. Renew your military ID and dependent passports if necessary. Obtain a military ID for any child 10 years and over if necessary.

90-30 Days till your Separation:

- ___ 1. Contact the Distribution Management Office (DMO) to set up an appointment to finalize your household goods shipment. Ensure you have your funding letter from IPAC.
- ___ 2. Make arrangements for selling your privately owned vehicle.
- ___ 3. Notify the appropriate individuals and agencies of your change of address (i.e., Post Office).

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- _____ 4. Notify the Kadena Housing Office and/or your off-base housing agency of your move date and schedule your pre-termination inspection.
- _____ 5. If currently in Billeting, notify your Billeting Manager of your intent to vacate.
- _____ 6. **Have school-age children:** notify your child's school of the anticipated last day of attendance. Request your child's school records.
- _____ 7. Notify utility and home services (i.e. gas, electric, Cable Company) of your last day of attendance.
- _____ 8. Begin working on your resume. Attend a resume and interview workshop through the Family Member Employment Assistance (FMEAP) Program or set up an appointment for a one-on-one session. For a schedule of classes visit: www.mccsokinawa.com/FMEAP

30-1 Days till your Separation:

- _____ 1. Set-up or pay any bills that will come due while you're in transit to avoid late fees or damages to your credit history.
- _____ 2. Confirm travel arrangements.
- _____ 3. Check bank/credit union procedures for transferring funds or closing accounts. Notify your financial institution of your travel back to the states.
- _____ 4. Schedule a final inspection with the Kadena Housing or your off-base housing agency.
- _____ 5. If in Billeting, schedule a final inspection with your Billeting Manager and turn in your room key.
- _____ 6. Finalize your checkout process with IPAC and pick up your Orders. Ensure you have the following on hand:
 - _____ a. DD Form 2648
 - _____ b. Memorandum for the record (Final Physical)
 - _____ c. TFRS-Interview (Enlisted Member Only: see Career Retention Specialist)
 - _____ d. Termination of Quarters (AF Form 594)
 - _____ e. Termination of Lease (if applicable)
- _____ 7. Cancel your Japanese cellphone (if applicable)
- _____ 8. Checkout with the Vehicle Registration Office, Camp Foster, Bldg. 5638.
- _____ 9. Update your MyPay information on DFAS to ensure you have access to your pay and tax information without a CAC.
- _____ 10. Schedule a Pre-Travel COVID-19 test.
- _____ 11. Double check your travel plans and itinerary. Make arrangements to go to the airport.
- _____ 12. Ensure you have all of the documents needed for travel.

Helpful Links

Employment Assistance:	https://careers.usmc-mccs.org ; www.usajobs.gov
myPay on DFAS:	https://www.dfas.mil/militaryseparations/HowtoupdatemyPay.html
Military OneSource:	www.militaryonesource.mil
Linked In:	http://www.linkedin.com
Releasing/Shipping your POV:	http://pcsmypov.com/
Transition Readiness Program:	www.mccsokinawa.com/transition
VA eBenefits:	https://www.ebenefits.va.gov/ebenefits/homepage

This checklist serves as a general guide for Marines their families EASing from Okinawa. For recommendations, please contact MCCS Marine Family Programs-Resources Center at: mcbb_reloassist@usmc.mil